



CDSS

California Department  
of  
Social Services



Child Care Advocate  
Program

## *Child Care Centers Self-Assessment Guide*

### *STAFF RECORDS/QUALIFICATIONS REQUIREMENTS*



COMMUNITY CARE LICENSING DIVISION  
"Promoting Healthy, Safe and  
Supportive Community Care"

## **SELF-ASSESSMENT GUIDE CHILD CARE CENTERS**

This self-assessment guide is for staff records and qualifications and is designed to help you and others involved in the administration of the child care program perform periodic self-assessments of your center's operation. By using this, you can find problems and then correct them yourself. This guide lists some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met or Not Met for the answer that best describes your child care program.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than what is in this guide. You should review the child care center regulations for all of the requirements.

### **STAFF-RECORDS/QUALIFICATIONS**

NOT  
MET   MET

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Center has a director. (101215/101215.1)<br>-Administrative responsibility statement on file.<br>-Director or substitute is on site at all times.   |
| _____ | _____ | 2. Director is qualified. (101215/101215.1)<br>-Qualifications submitted to licensing.<br>-Criminal record clearance obtained.<br>-Child Abuse Index Check obtained.<br>-Health clearance on file.   |
| _____ | _____ | 3. Teachers are qualified. (101216/101216.1)<br>-Qualifications on file.<br>-Proof of enrollment in ECE/CD courses on file.<br>-Criminal record clearance obtained.<br>-Child Abuse Index Check obtained.<br>-Health clearance on file.  |
| _____ | _____ | 4. Teacher Aides are qualified. (101216/101216.2)<br>-18 years of age, high school graduate, in accredited ROP program.<br>-Works under direct supervision of teacher.<br>-Criminal record clearance obtained.<br>-Child Abuse Index Check obtained.<br>-Health clearance on file. |

**SELF-ASSESSMENT GUIDE**  
**CHILD CARE CENTERS**  
**STAFF RECORDS/QUALIFICATIONS (Continued)**

NOT  
MET MET

- \_\_\_\_\_ 5. Volunteers are supervised by a teacher. (101216)  
-Not included in staffing plan/ratio.  
-Health statement signed and on file.  
-Negative TB test on file.
- \_\_\_\_\_ 6. Personnel records are complete and available for review. (101217)  
-Records are kept for 3 years.
- \_\_\_\_\_ 7. Duties of staff and volunteers are in writing and available for review.  
(101217)